## ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations (see separate sheet) should be used in the "To" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "To" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

				ACCESSION NO.
FROM:				MGW-A-148
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## OFFICIAL DISPATCH

SPECIFY AIR OR SEA POUCH

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DISPATCH NO .: MGE-A-148

2 Cold

CLASSIFICATION

21 April 1949

. Thomas G. Everett TO

Transportation and Supply Division ATTN. FROM

: *E* 

SUBJECT: General - Administrative

Specific - Supplies REF

> 1. Procurement of several items of office equipment, supplies, and furniture from military supply sources has recently become critical. This is due in part to property being returned to the German Government, and to sharp decreases in allocations normally charged to the German Government as occupation costs. The below listed items are requisitioned as unavailable through military channels of supply, and either unavailable or excessively costly on the local market.

2. In procuring typewriters, it is highly desireable that these machines be new. The typewriters we now have are rebuilt. and our experience has been unsatisfactory due to regular breakdown, and inadequate repair facilities.

## Expendable Items

Stock No.	Nomenclature	unit	quantity
2-P-844	Pads, desk, cardboard, stiff back, imit. 1thr. corners, $19 \times 24$	ea.	10
2-P-908	Paper, blotting, mossgreen, 19 x 24"	ea.	40
2-R-1207	Ribbons, typewriter, record, black, med inked, Royal non-portable	ea.	36
2-S-1249	Stamps, rubber, classification, Confidential	еа.	10
2-S-1276	" " Secret	ea.	10
2-S-1279	" Top Secret	ea.	, 10



CLASSIFICATION

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Stock No.	Nomenclature	unit	quantity					
N. L.	Stamps, rubber, Eyes Only	ea.	6					
2-T-1315	Tabs, index, plastic, transparent, 3/8" wide, insert type 6" strip, 5' to box, clear	box	25					
2-T-1321	Tabs, index, plastic, transparent, 3/8" wide, insert type 6" strip, 5' to box, green	box	10					
2-T-1318	Tabs, index, plastic, transparent, 3/8" wide, insert type 6" strip, 5' to box, red	box	10					
2-T-1372	Tape, cellulose, scotch type, 3/4" wide on metal dispenser	rl.	200					
2-T-1369	1 $1$ $1$ $1$ $1$ $1$ $1$ $1$ $1$ $1$	rl.	100					
2-T-1 375	" " " 1" wide, 200' roll	rl.	20					
Non-Expendable Items								
2-S-1249	Sharpener, pencil, office use, w/clamp	ea.	20					
N. L.	Latches, door, complete, type 134, rim night	ea.	25					
3-D-405	Desk, wood, flat top, Double pedestal, 60 x 34"	ea.	6					
3-C-335	Chair, Typist, upholstered back & seat	ea.	6					
N. L.	Desk, wood, typewriter compartment, double pedestal, center drop	ea.	, ·6					
3-T-825	Typewriters, non-portable, standard elite type, 11" cap., Royal, New	ea.	20					
N. L.	Dispenser for 2-T-1375	ea.	2					

Services Officer

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